

**Bond Management System/
Grants Review and Tracking System**

GRANTS

Quick Start Guide

Greetings,

Bond Management System (BMS) is changing its name to Grants Review and Tracking System (GRANTS) in Fall 2012. There will be no changes to how the system works. It's simply a name change. We will set up an automatic redirect for users that have bookmarked the BMS web address during the transition period.

Before using BMS/GRANTS, please read the following helpful hints. A more extensive user guide and frequently asked questions (FAQ) are available with more specific instructions. These documents can be found at:

[BMS/GRANTS Public User Guide \(pdf\)](#) or [BMS/GRANTS FAQs \(pdf\)](#)

- 1) Internet Explorer: BMS/GRANTS has been designed to be used in Windows Explorer version 7.0 or earlier (i.e., versions 1-6). Unexpected results may occur or the application may not function at all if other internet browsers (Firefox, Google Chrome or Safari) are used.
- 2) Navigation in BMS/GRANTS: BMS/GRANTS does not always respond to the browser back/forward arrows or other functions specific to Explorer. Navigate BMS/GRANTS using the 'back', 'return' and 'cancel' keys within the BMS/GRANTS application.
- 3) Save before navigating: BMS/GRANTS does not automatically save data you enter. Please remember to hit the save button at the bottom of the page before you move to another page.
- 4) Cutting and Pasting of Text: Most users prefer to create their proposals using a word processing program outside of BMS/GRANTS. When you are finished and ready to cut and paste text into BMS/GRANTS, check the character counts for the cell you are entering information into and make sure your text doesn't exceed the character limits. If you take a moment to save a copy of the file as a "Plain Text" document all of the formatting will be removed so that you will be able to easily copy and paste into BMS/GRANTS.
- 5) File Attachment Sizes: When using BMS/GRANTS, you can upload attachments while creating a proposal, entering a communication or submitting an invoice. Keep in mind that there is a 50mb limit

for each attachment upload in BMS/GRANTS. Reducing image resolutions, zipping files, and saving files as certain file types can help you save space to get the most out of 50mb.

6) For Additional Help: Contact the BMS/GRANTS Administration staff. Our goal is excellent customer service, so please don't hesitate to call or email the BMS/GRANTS Administrators if you experience any problems. We are here Monday through Friday during normal business hours to assist you with any technical problems you may have.

We appreciate all customer feedback and suggestions, so if you have any questions or concerns please let us know.

Thank you,

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